



**PLANNING AND DEVELOPMENT**

225 4<sup>th</sup> Street North  
Fargo, North Dakota

**INTERSTATE PARKING**

401 3<sup>rd</sup> Avenue North  
Fargo, North Dakota

**MEMORANDUM**

**TO:** Parking Commission Members  
**FROM:** Fargo Planning (Mark Williams) & Interstate Parking  
**DATE:** July 18, 2019  
**RE:** Thursday, July 25th Parking Commission Agenda

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***Parking Commission Mission Statement***

*Manage, provide, promote and maintain safe, convenient, accessible, attractive and reasonably priced parking facilities that will meet the need of downtown businesses, employers, residents, students, and visitors.*

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Visit [www.fargoparking.com](http://www.fargoparking.com) for additional Downtown Fargo parking information.

**PARKING COMMISSION  
Thursday, July 25, 2019, 9:00 a.m.  
Commission Chambers  
AGENDA**

1. Approve Order of Agenda
2. Minutes – Meeting of May 30, 2019
3. Interstate Parking Report/Financial Data
  - a. Agreement with City of Fargo
  - b. Parking Lot Maintenance
4. Financial Report of Parking Funds
  - a. Hourly Parking Rates at the Island Park Ramp
5. Update on Downtown Projects
  - a. Block 9 opening
  - b. Mercantile design/timeline
  - c. Parking Rates for 2020
6. Fargo Theater Letter
7. Island Park Ramp signage/promotions
8. Status of Night Time Parking Enforcement survey
9. Other Business

*Parking Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on [www.FargoND.gov/streaming](http://www.FargoND.gov/streaming). They are rebroadcast each Wednesday at 8:00 p.m., Friday at 9:00 a.m., and Sunday at 7:00 p.m.*

*People with disabilities who plan to attend the meeting and need special accommodations should call the Planning Office at 241-1474 or TDD at 241-8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.*

*Minutes are available on the City of Fargo Web site at [www.FargoND.gov/parking](http://www.FargoND.gov/parking).*

**BOARD OF PARKING COMMISSIONERS  
MINUTES**

**Regular Meeting:**

**Thursday, May 30, 2019**

The Regular Meeting of the Board of Parking Commissioners of the City of Fargo, North Dakota, was held in the Commission Chambers at City Hall at 9:00 a.m., Thursday, May 30, 2019.

The Parking Commissioners present or absent were as follows:

Present: Chairperson Mike Williams, Margie Bailly, Brian Hayer, Randy Thorson, Jay Krabbenhoft

Absent: None

Chairperson Williams called the meeting to order.

**Item 1: Approve Order of Agenda**

Member Bailly moved the Order of Agenda be approved as presented. Second by Member Hayer. All Members present voted aye and the motion was declared carried.

**Item 2: Minutes: Regular Meeting of April 25, 2019**

Member Thorson moved the minutes of the April 25, 2019 Parking Commission meeting be approved. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 3: Interstate Report/Financial Data**

Paul Schnettler, Interstate Parking (IP), presented the April 2019 financial and operation reports, noting posting errors in the financial report that need to be corrected. He gave an update regarding spring cleaning and maintenance in the downtown parking facilities.

Mr. Schnettler talked about recent activity at ROCO Ramp that involved contacting the police, with no damage found. This generated Board discussion concerning camera coverage at doors and stairwells not being monitored. Mr. Schnettler explained IP's cameras monitor only the parking related activity, but their security system could be tied into these areas not under their management contract if requested.

Further discussion ensued including the following: clarification of maintenance responsibility for areas not under IP's management; provide more detailed information in future reports regarding the financial statistics reported by the City's PASSPORT System; and reasons for the fluctuation of revenue for specific lots due to changes in customer parking in the downtown area.

**Item 4: Financial Report of Parking Funds**

Director of Strategic Planning and Research Jim Gilmour stated he did not have additional information to report at this time.

**Item 5: Update on Downtown Projects**

**a. Block 9**

Mr. Gilmour said he recently toured the Block 9 Parking Garage noting it is on schedule. He offered to coordinate a tour of the garage for any Board members interested prior to the estimated completion date in August 2019.

**b. Mercantile design/timeline**

Mr. Gilmour provided updates on this project stating upon City Commission approval, City Attorney Erik Johnson is drafting the development agreement. He stated this will be presented at the June Parking Commission meeting, along with financing options prepared by Baker Tilly Municipal Advisors.

Mr. Gilmour also shared the following:

- He met with the owners of the Northern Apartment Building and Great Northern Cycles to coordinate this development with their properties.
- Interest has been expressed from the Fargo Police Department and Interstate Parking to be tenants on the 4th Avenue side of this building.
- He referred to the schematic design page included in the packet that will be reviewed by Kilbourne Group and the City of Fargo.

**Item 6: Discuss Uniform Night Time Parking Enforcement**

Chairperson Williams noted Planning Director Nicole Crutchfield has added a request to the budget for funding to provide this enforcement in the downtown area.

The Board reviewed discussion from last month's meeting regarding this item.

Melissa Rademacher, President of the Downtown Community Partnership (DCP), said after conversations with City staff, a survey is being created to collect data from downtown residents and business owners. She stated the survey should be sent out next week, and the results will be shared with the Board.

**Item 7: Consideration for Signage Changes at Island Park Ramp**

Aaron Templin, downtown business owner and resident, spoke about an email he sent to staff regarding parking spaces available in this ramp, that he felt could be utilized to help with parking issues during construction in the downtown area. He also noted existing signage does not provide a clear understanding of this lot being available for public use.

Mr. Gilmour and Mr. Schnettler talked about reviewing existing policy and the current monthly parking fees for this ramp; removing the existing gates; providing hanging tags for the monthly parking customers; utilizing digital machines that are currently in storage; and updating the signage.

Discussion began regarding what changes can be made immediately; further review of any fee changes to maintain the current revenue for this ramp; and other ways to accommodate people visiting downtown to reach the businesses during construction periods.

Mr. Gilmour recommended to proceed with installation of the pay stations, update the existing signage, offer the first two-hours of parking free, and further review to determine if any other modifications need to be made.

Member Hayer moved to approve the recommendation. Second by Member Bailly. All Members present voted aye and the motion was declared carried.

**Item 8: Other Business**

Mr. Gilmour added updates on the following items:

- The City has made an agreement with the banks to purchase the land under the Island Park Ramp.
- The City's Information Services (IS) Department is reviewing plans to upgrade the cameras at the Civic Ramp and Island Park Ramp, which will open for bidding this summer.
- The City has hired a facilities manager whose role could help with the maintenance for the City-owned parking facilities.

Member Bailly moved to adjourn the meeting at 9:58 a.m. Second by Member Thorson. All Members present voted aye and the motion was declared carried.



# CITY OF FARGO

PARKING

REPORT

MAY

2019

June 13, 2019

Jim Gilmour  
Planning Director  
City of Fargo  
200 3<sup>rd</sup> Street North  
Fargo, ND 58102

Dear Mr. Gilmour:

We are pleased to provide the Parking Report for the month ended May 31, 2019. The enclosed reports have been prepared and reviewed by me, and are complete and accurate to the best of my knowledge. Included is a true up of the Passport revenue generated from Fargo Legacy and On Street Collections for January, February and May. Our investigation into the reporting of the revenue generated by Passport is still ongoing

Enclosed with this correspondence, you will find the following:

- 2019 Revenue Report for the month ending May 31, 2019
- 2019 Revenue Report for the five months ending May 31, 2019
- Invoice copies to support the City Expenses deduction scheduled on the Revenue Report for the month ending May 31, 2019
- Month ending May 31, 2019 Transient Revenue analytical graphs by location

Should you have any questions or concerns please feel free to contact me directly at (414) 274-2870.

Sincerely,

Kristi Laufenberg  
Controller  
Interstate Parking Company



For the Month Ending May 31st, 2019:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4005 2nd Avenue South Lot	ND4006 NP Avenue Lot	ND4007 GTC Ramp	ND4008 4th Street Lot	ND4009 3rd Street Lot	ND4010 Main Avenue Lot	ND4011 Island Park Ramp	ND4012 7th Street Lot	Fargo Legacy And On-Street	Total	Prior Year Total
Monthly Parking Revenue	21,942.00			6,647.44	16,850.00	16,982.90	13,950.00	4,082.00	12,977.84	1,074.52		94,506.70	97,672.56
Transient Revenue	6,847.50			1,294.00								8,141.50	5,169.00
Pay by Phone	-			468.00					-			468.00	385.50
Validation Revenue	5,453.50			1,092.25								6,545.75	1,604.25
Validation Revenue - Radisson	-											-	4,271.00
Violation Revenue	59.00		-	244.00		37.00	-	-			47,685.00	48,025.00	317.00
Event Revenue	-			-					-			-	-
<b>Gross Revenue</b>	<b>\$ 34,302.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,745.69</b>	<b>\$ 16,850.00</b>	<b>\$ 17,019.90</b>	<b>\$ 13,950.00</b>	<b>\$ 4,082.00</b>	<b>\$ 12,977.84</b>	<b>\$ 1,074.52</b>	<b>\$ 47,685.00</b>	<b>\$ 157,686.95</b>	<b>\$ 109,419.31</b>
Credit Card Fees	(388.71)			(209.56)	(27.73)	-	(18.59)	(3.07)	(62.87)	(13.78)	-	(724.31)	(965.38)
Sales Tax												-	-
Special Event Payroll												-	-
Enforcement Payroll				(1,112.18)		(1,342.28)	(1,112.18)	(575.26)	(3,068.07)	(199.43)	-	(7,409.40)	(4,253.25)
Passport Fees	(29.60)			(483.18)			(10.00)	-	-		(23,077.20)	(23,599.98)	(158.80)
Management Fee	(5,335.64)	-		(2,390.17)	(4,542.80)	(2,390.17)	(2,390.17)	(2,390.17)	(4,542.80)	(2,364.85)	-	(26,346.77)	(26,248.67)
City Expenses:												-	-
Schindler Elevator					-							-	-
Glacier Snow	1,992.25								-			1,992.25	-
The LockShop	-								-			-	-
Overhead Door Co.					(119.44)							(119.44)	-
Summit Companies									(52.00)			(52.00)	-
Fargo Glass and Paint				-								-	-
Tapco	(900.00)											(900.00)	-
Grotberg Electric INC	-			(370.10)								(370.10)	-
Frozen Drain Repair				-								-	-
Jet Way	-			-								-	-
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-	-	120.00	120.00
<b>Total Adjustments</b>	<b>(4,661.70)</b>	<b>-</b>	<b>-</b>	<b>(4,565.19)</b>	<b>(4,569.97)</b>	<b>(3,732.45)</b>	<b>(3,530.94)</b>	<b>(2,968.50)</b>	<b>(7,725.74)</b>	<b>(2,578.06)</b>	<b>(23,077.20)</b>	<b>(57,409.75)</b>	<b>(31,506.10)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	-	1,100.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	-	450.00
<b>Net Operating Income</b>	<b>\$ 29,640.30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,180.50</b>	<b>\$ 12,280.03</b>	<b>\$ 13,287.45</b>	<b>\$ 10,419.06</b>	<b>\$ 1,113.50</b>	<b>\$ 5,252.10</b>	<b>\$ (1,503.54)</b>	<b>\$ 24,607.80</b>	<b>\$ 100,277.20</b>	<b>\$ 79,463.21</b>



### ND4013 - Roberts Commons

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Prior Year Total
Monthly Parking Revenue	44,082.17	44,236.51	44,010.00	44,161.87	43,720.71								220,211.26	175,543.10
Transient Revenue	10,816.00	11,399.00	17,267.00	16,157.00	16,661.50								72,300.50	26,935.00
Pay by Phone	-	-											-	-
Validation Revenue	160.00	248.00	364.00	544.00	352.00								1,668.00	2,929.25
Validation Revenue - Radisson													-	-
Violation Revenue	17.00	137.00	39.00	-	22.00								215.00	-
Bike Lockers Revenue													-	-
Event Revenue													-	-
<b>Gross Revenue</b>	<b>\$ 55,075.17</b>	<b>\$ 56,020.51</b>	<b>\$ 61,680.00</b>	<b>\$ 60,862.87</b>	<b>\$ 60,756.21</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 294,394.76</b>	<b>\$ 205,407.35</b>
Credit Card Fees	(453.53)	(602.21)	(606.59)	(775.60)	(715.58)								(3,153.51)	(1,351.09)
Sales Tax													-	-
Special Event Payroll													-	-
Enforcement Payroll													-	-
Passport Fees	(8.80)	(60.80)	(19.60)	-	(10.80)								(100.00)	-
Management Fee	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)								(82,934.30)	(81,870.00)
City Expenses:														
Glacier Snow (36435)	(1,808.00)			1,808.00									-	(41,123.61)
Summit (1334281)	(69.92)												(69.92)	
Xcel Energy (17587)	(1,649.64)												(1,649.64)	
Glacier Snow (36653)		(1,409.85)		1,409.85									-	
Summit (1344224)		(514.15)											(514.15)	
Xcel Energy (17949)		(1,728.80)											(1,728.80)	
Xcel Energy (17832)		(2,310.00)											(2,310.00)	
KCM (18137)		(4,923.40)											(4,923.40)	
Tapco (I605948)		(37.50)											(37.50)	
Tapco (I609110)		(75.00)											(75.00)	
Tapco (I628761)		(730.06)											(730.06)	
Glacier Snow (36869)			(3,793.50)	3,793.50									-	
Xcel Energy			(921.24)										(921.24)	
Xcel Energy (18484)			(1,660.97)										(1,660.97)	
Protection Svcs 11/18 Inv. return			178.00										178.00	
Xcel Energy				(891.00)									(891.00)	
Xcel Energy (632330127)				(1,402.80)									(1,402.80)	
Jet-Way (12642)				(425.00)									(425.00)	
ASP of Moorhead (804-255-6)					(915.75)								(915.75)	
Xcel Energy (636205516)					(1,442.72)								(1,442.72)	
<b>Total Adjustments</b>	<b>(20,576.75)</b>	<b>(28,978.63)</b>	<b>(23,410.76)</b>	<b>(13,069.91)</b>	<b>(19,671.71)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(105,707.76)</b>	<b>(124,344.70)</b>
Service Permit Revenue	-	-	-										-	-
DRP3 Revenue	-	-	-										-	-
<b>Net Operating Income</b>	<b>\$ 34,498.42</b>	<b>\$ 27,041.88</b>	<b>\$ 38,269.24</b>	<b>\$ 47,792.96</b>	<b>\$ 41,084.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,687.00</b>	<b>\$ 81,062.65</b>

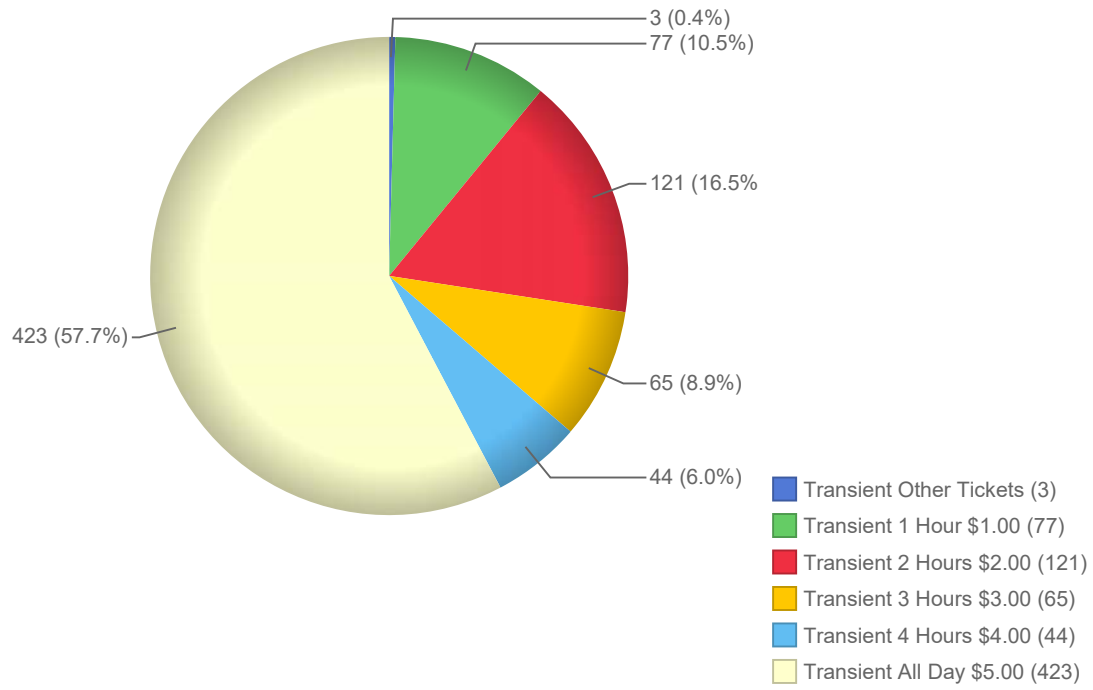




For the Five months Ending May 31st, 2019:

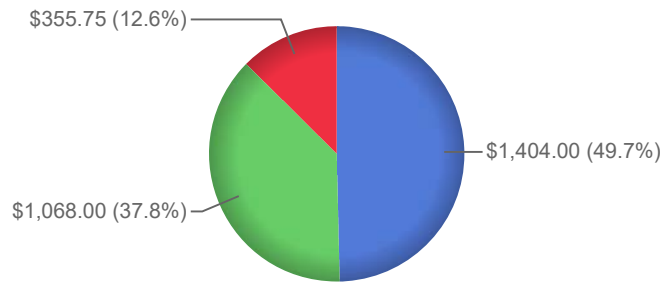
	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4005 2nd Avenue South Lot	ND4006 NP Avenue Lot	ND4007 GTC Ramp	ND4008 4th Street Lot	ND4009 3rd Street Lot	ND4010 Main Avenue Lot	ND4011 Island Park Ramp	ND4012 7th Street Lot	Fargo Legacy And On-Street	Total	Prior Year Total
Monthly Parking Revenue	109,486.19	-	-	32,588.34	85,014.00	80,247.10	70,250.00	22,197.07	74,549.36	5,351.42	-	479,683.48	486,725.30
Transient Revenue	22,028.50	-	-	5,090.75	-	-	-	-	-	-	-	27,119.25	19,817.45
Pay by Phone	6.00	-	-	2,810.25	-	-	-	-	-	-	-	2,816.25	4,149.85
Validation Revenue	24,254.50	-	-	4,534.75	-	-	-	-	-	-	-	28,789.25	15,980.75
Validation Revenue - Radisson	-	-	-	-	-	-	-	-	-	-	-	-	14,680.00
Violation Revenue	141.00	-	-	1,513.00	-	258.00	67.00	-	17.00	-	75,773.00	77,769.00	2,786.00
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-	4,267.00
<b>Gross Revenue</b>	<b>\$ 155,916.19</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,537.09</b>	<b>\$ 85,014.00</b>	<b>\$ 80,505.10</b>	<b>\$ 70,317.00</b>	<b>\$ 22,197.07</b>	<b>\$ 74,566.36</b>	<b>\$ 5,351.42</b>	<b>\$ 75,773.00</b>	<b>\$ 616,177.23</b>	<b>\$ 548,406.35</b>
Credit Card Fees	(1,472.58)	-	-	(1,156.59)	(188.45)	-	(99.70)	(35.57)	(289.13)	(68.24)	-	(3,310.26)	(4,691.89)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	1,163.39
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(4,889.29)	-	(5,900.85)	(4,889.29)	(2,528.93)	(13,487.68)	(876.71)	-	(32,572.75)	(35,967.13)
Passport Fees	(70.40)	-	-	(2,025.42)	-	-	(118.40)	(20.80)	(8.80)	-	(36,706.40)	(38,950.22)	(1,348.40)
Management Fee	(26,678.20)	-	-	(11,950.85)	(22,714.00)	(11,950.85)	(11,950.85)	(11,950.85)	(22,714.00)	(11,824.25)	-	(131,733.85)	(136,608.67)
City Expenses:													
Schindler Elevator	-	-	-	-	(554.34)	-	-	-	-	-	-	(554.34)	(12,779.02)
Glacier Snow	-	-	-	(12,941.03)	-	-	-	-	-	-	-	(12,941.03)	-
The LockShop	(137.50)	-	-	-	-	-	-	-	-	-	-	(137.50)	-
Overhead Door Co.	-	-	-	-	(119.44)	-	-	-	-	-	-	(119.44)	-
Summit Companies	-	-	-	-	-	-	-	-	(52.00)	-	-	(52.00)	-
Fargo Glass and Paint	-	-	-	(205.00)	-	-	-	-	-	-	-	(205.00)	-
Tapco	(1,125.00)	-	-	-	-	-	-	-	-	-	-	(1,125.00)	-
Grotberg Electric INC	(675.00)	-	-	(370.10)	-	-	-	-	-	-	-	(1,045.10)	-
Frozen Drain Repair	-	-	-	(50.73)	-	-	-	-	-	-	-	(50.73)	-
Jet Way	(167.66)	-	-	(167.66)	(167.66)	(167.66)	(167.66)	(167.65)	(167.65)	(167.65)	-	(1,341.25)	-
GTC Office Lease	-	-	-	-	600.00	-	-	-	-	-	-	600.00	600.00
<b>Total Adjustments</b>	<b>(30,326.34)</b>	<b>-</b>	<b>-</b>	<b>(33,756.67)</b>	<b>(23,143.89)</b>	<b>(18,019.36)</b>	<b>(17,225.90)</b>	<b>(14,703.80)</b>	<b>(36,719.26)</b>	<b>(12,936.85)</b>	<b>(36,706.40)</b>	<b>(223,538.47)</b>	<b>(189,631.72)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	150.00	6,000.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	-	3,025.00
<b>Net Operating Income</b>	<b>\$ 125,589.85</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,780.42</b>	<b>\$ 61,870.11</b>	<b>\$ 62,485.74</b>	<b>\$ 53,091.10</b>	<b>\$ 7,493.27</b>	<b>\$ 37,847.10</b>	<b>\$ (7,585.43)</b>	<b>\$ 39,066.60</b>	<b>\$ 392,788.76</b>	<b>\$ 367,799.63</b>

NP Ave Lot - Ticket Count Breakdown  
5/1/2019 to 5/31/2019, 733 Tickets Cashiered



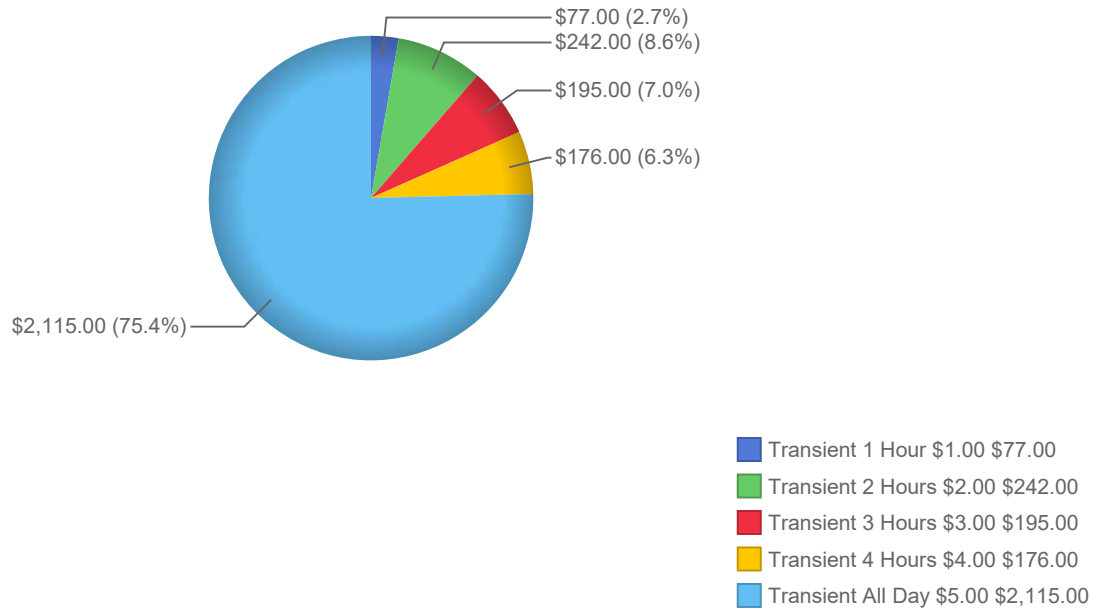
Printed 6/13/2019

NP Ave Lot - Receipts Breakdown  
5/1/2019 to 5/31/2019

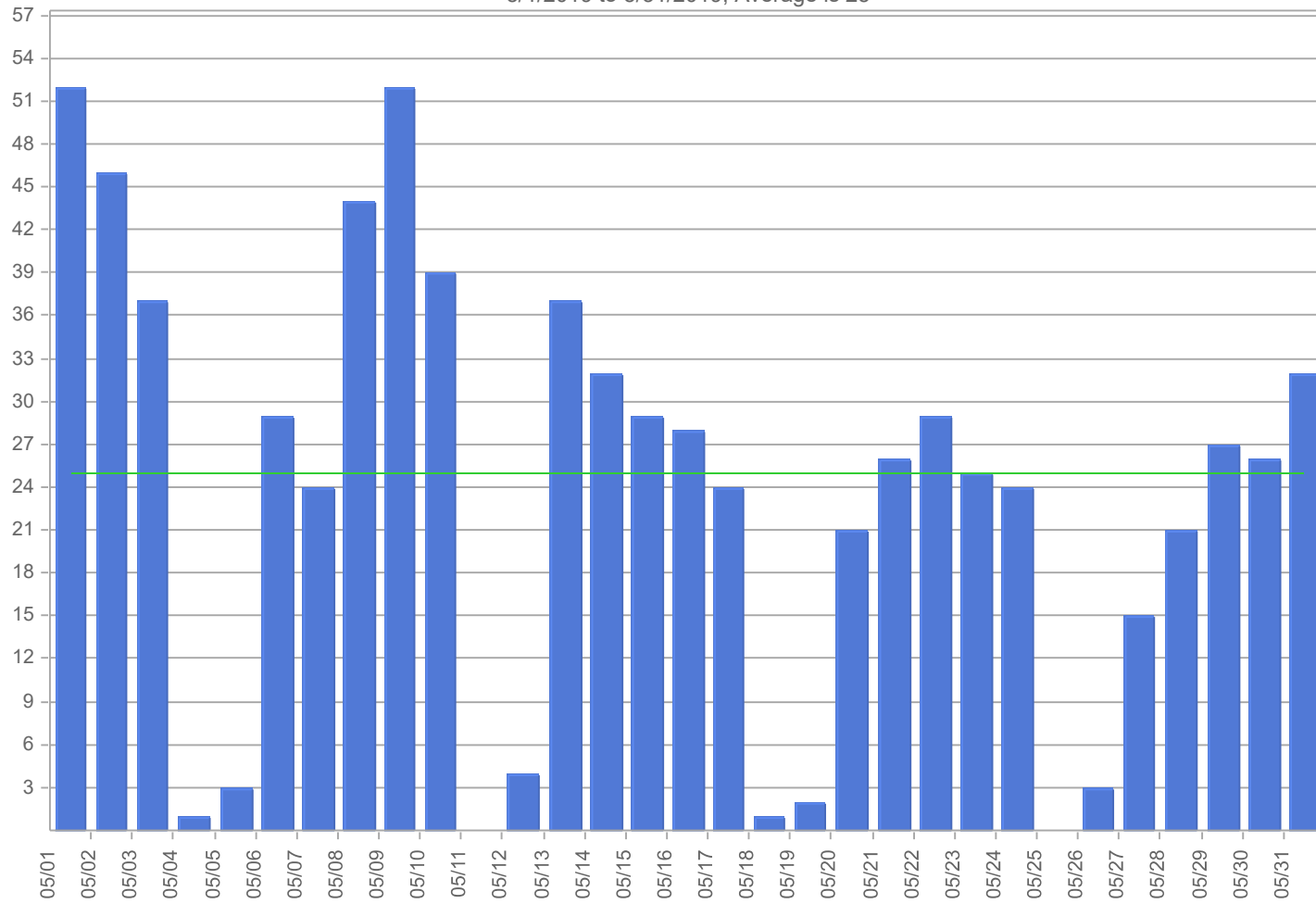


- Credit Card Receipts \$1,404.00
- Total Validations \$1,068.00
- Cash/Checks Deposited \$355.75

NP Ave Lot - Ticket Value Breakdown  
5/1/2019 to 5/31/2019, Total Ticket Value is \$2,805.00

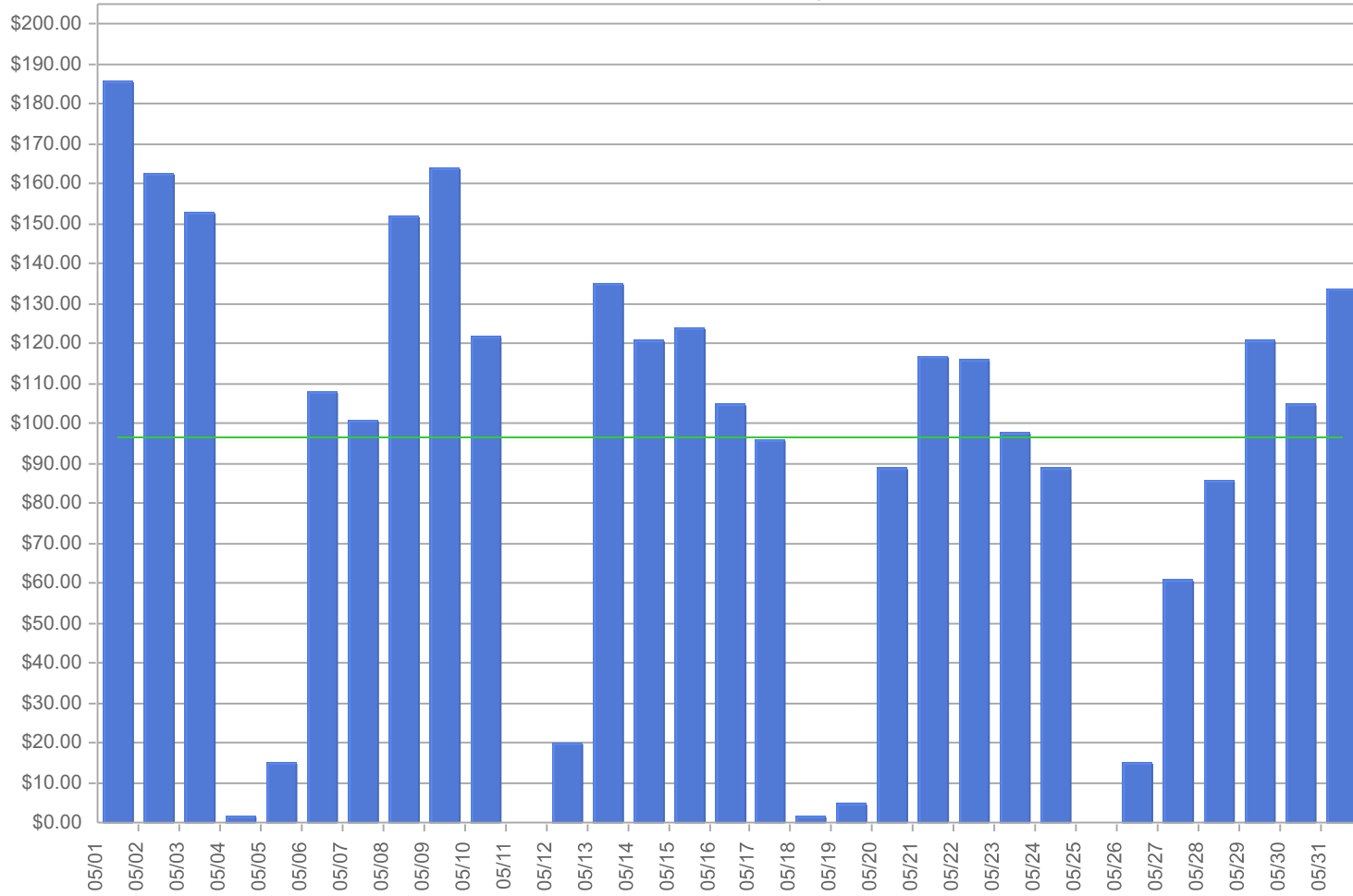


NP Ave Lot - Tickets Cashiered by Day  
5/1/2019 to 5/31/2019, Average is 25



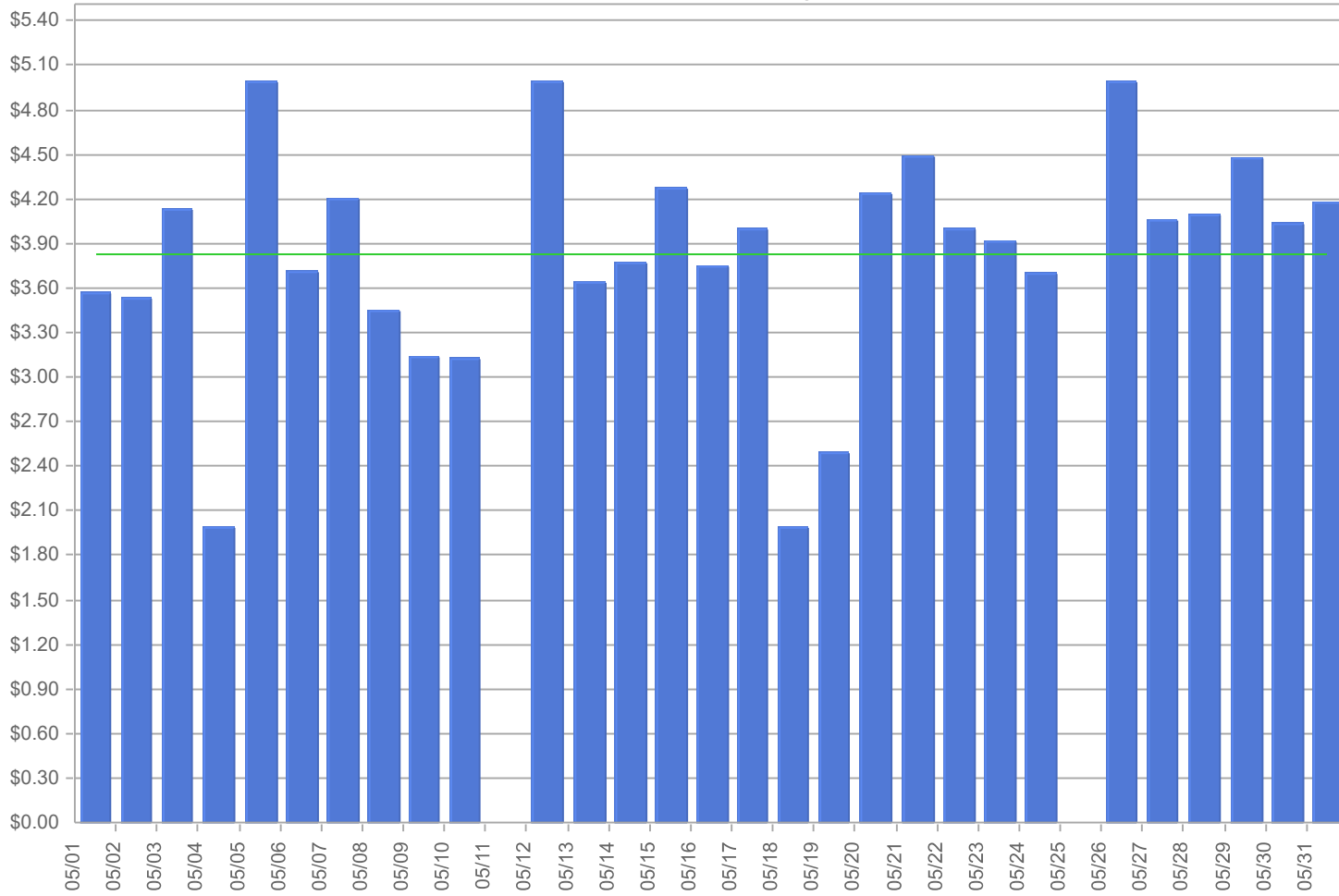
Printed 6/13/2019

NP Ave Lot - Total Ticket Values by Day  
5/1/2019 to 5/31/2019, Average is \$96.72



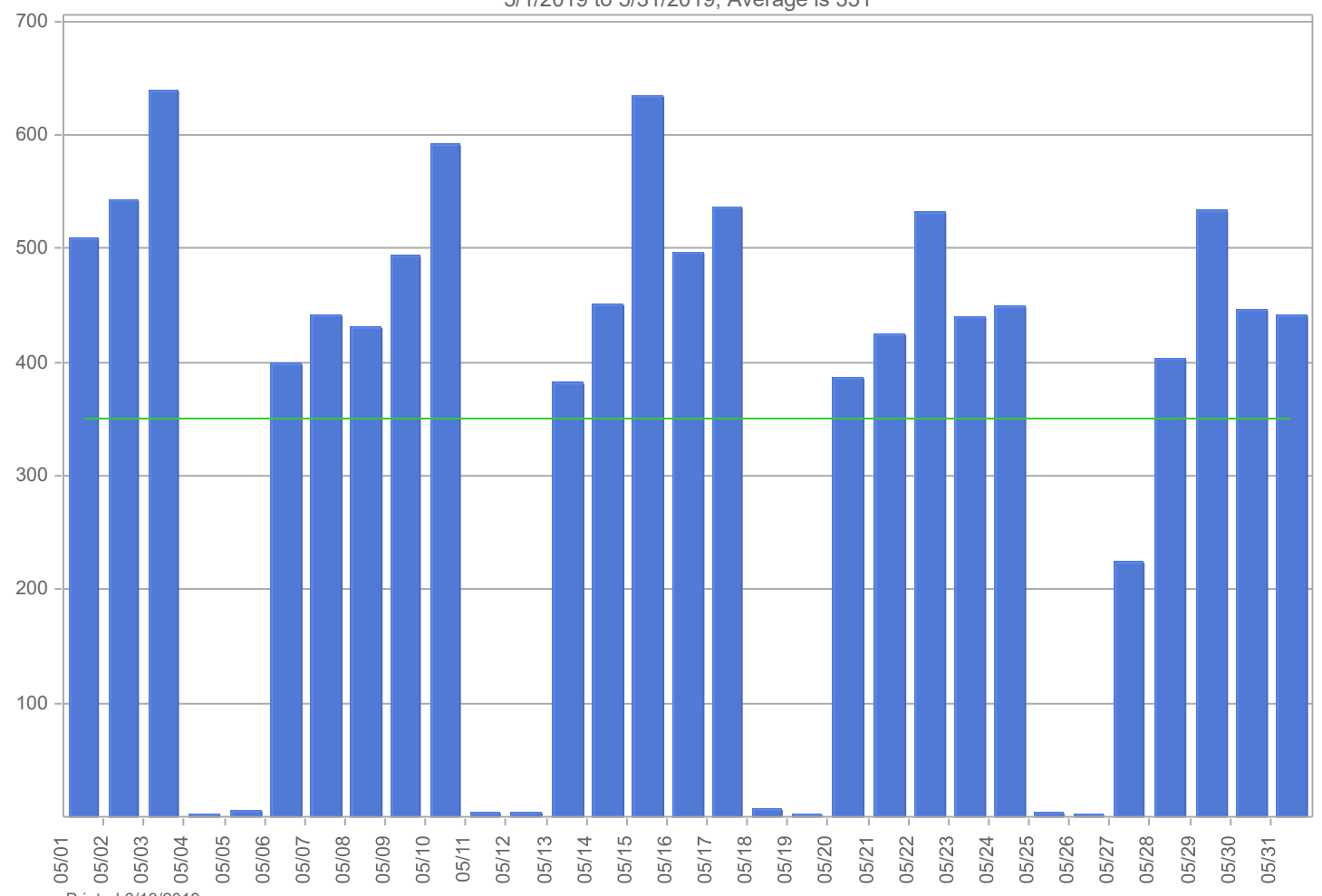
Printed 6/13/2019

NP Ave Lot - Average Ticket Value by Day  
5/1/2019 to 5/31/2019, Average is \$3.83



Printed 6/13/2019

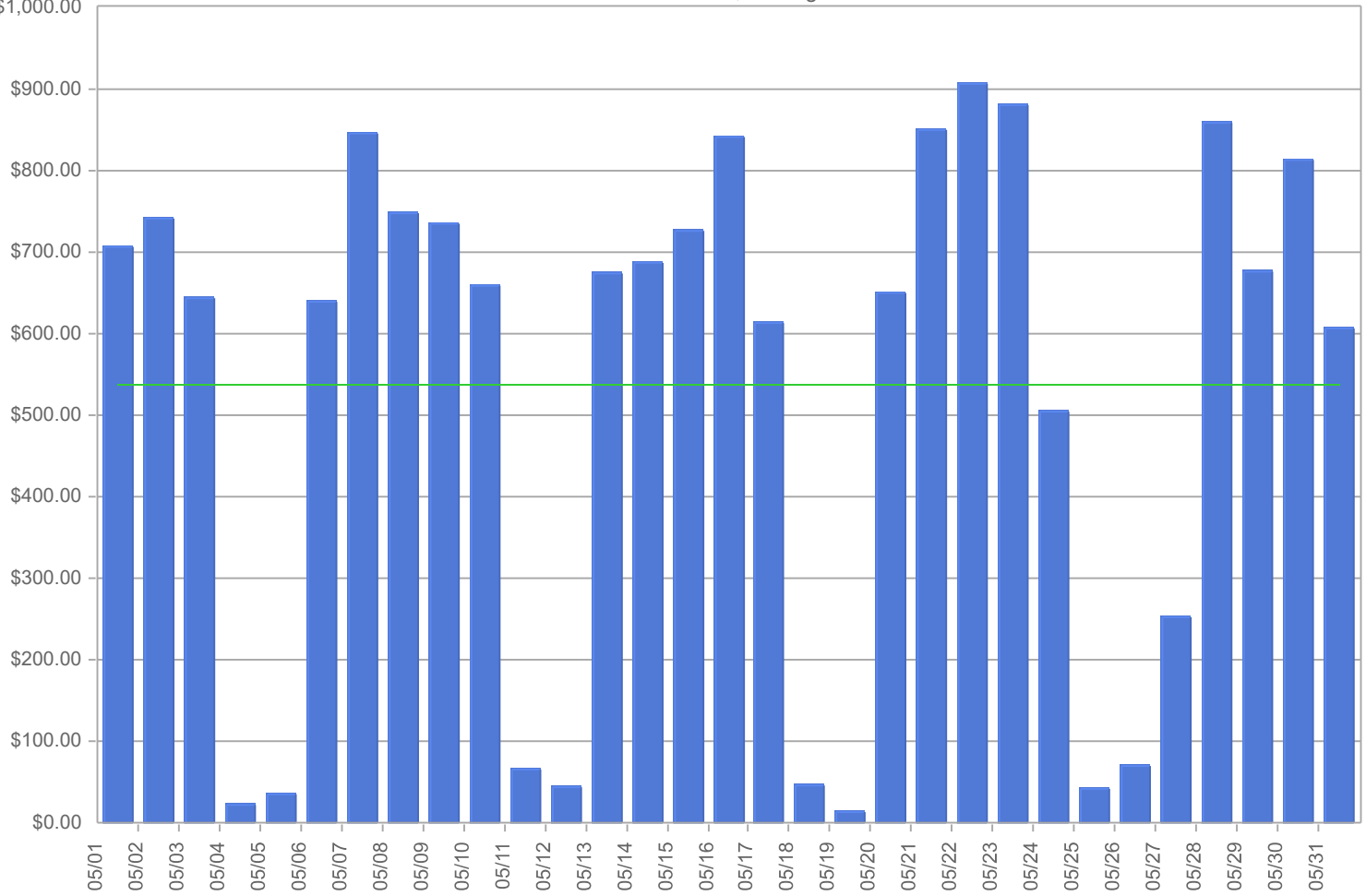
Roberts Commons - Tickets Cashiered by Day  
5/1/2019 to 5/31/2019, Average is 351



Printed 6/13/2019

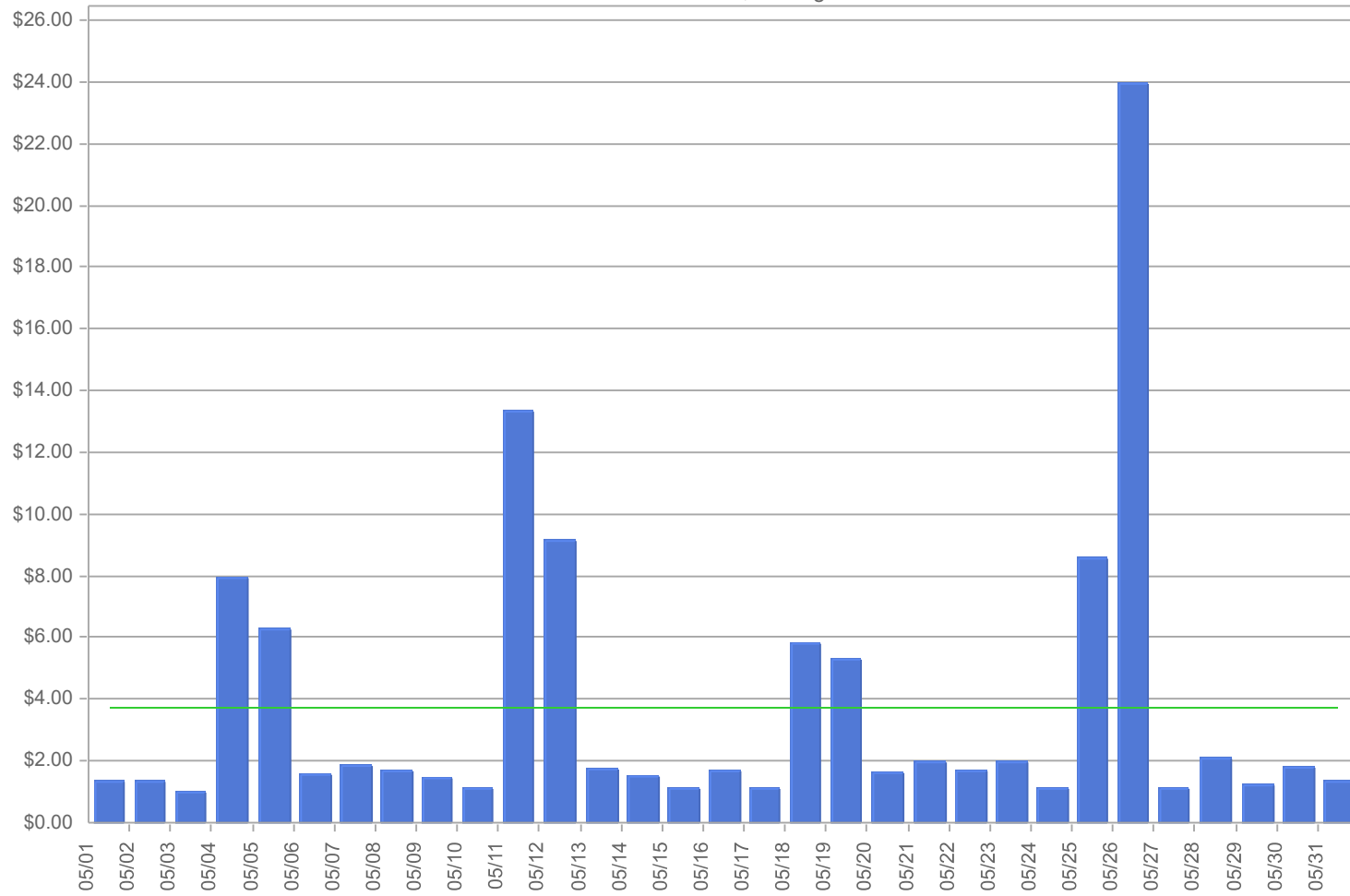


Roberts Commons - Total Ticket Values by Day  
5/1/2019 to 5/31/2019, Average is \$537.47



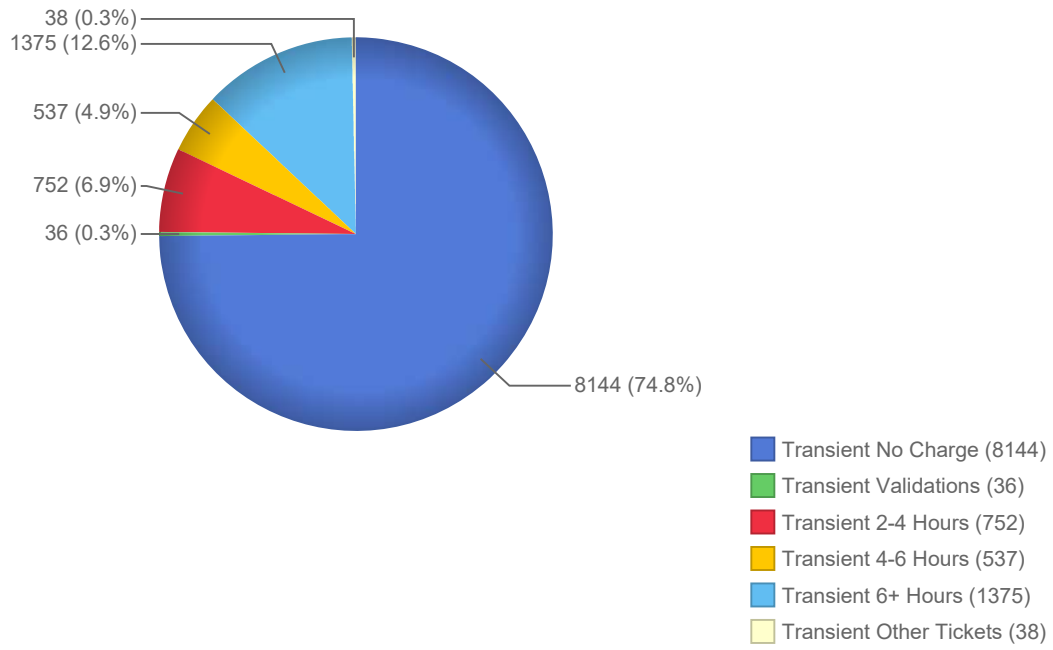
Printed 6/13/2019

Roberts Commons - Average Ticket Value by Day  
5/1/2019 to 5/31/2019, Average is \$3.74

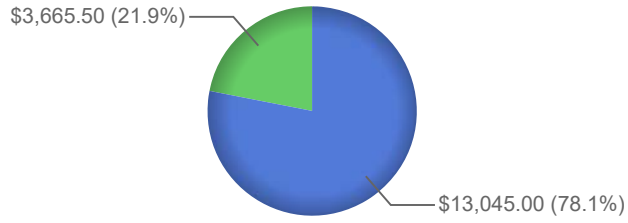


Printed 6/13/2019

Roberts Commons - Ticket Count Breakdown  
5/1/2019 to 5/31/2019, 10882 Tickets Cashiered

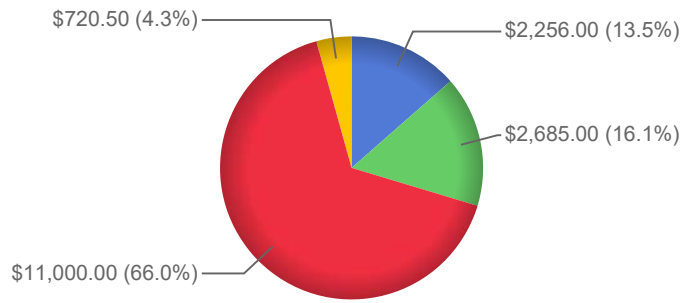


Roberts Commons - Receipts Breakdown  
5/1/2019 to 5/31/2019



- Credit Card Receipts \$13,045.00
- Cash/Checks Deposited \$3,665.50

Roberts Commons - Ticket Value Breakdown  
5/1/2019 to 5/31/2019, Total Ticket Value is \$16,661.50



- Transient 2-4 Hours \$2,256.00
- Transient 4-6 Hours \$2,685.00
- Transient 6+ Hours \$11,000.00
- Transient Other Tickets \$720.50



# CITY OF FARGO

PARKING

REPORT

JUNE

2019

July 12th, 2019

Jim Gilmour  
Planning Director  
City of Fargo  
200 3<sup>rd</sup> Street North  
Fargo, ND 58102

Dear Mr. Gilmour:

We are pleased to provide the Parking Report for the month ended June 30, 2019. The enclosed reports have been prepared and reviewed by me, and are complete and accurate to the best of my knowledge.

Enclosed with this correspondence, you will find the following:

- 2019 Revenue Report for the month ending June 30, 2019
- 2019 Revenue Report for the six months ending June 30, 2019
- Invoice copies to support the City Expenses deduction scheduled on the Revenue Report for the month ending June 30, 2019
- Month ending June 30, 2019 Transient Revenue analytical graphs by location

Should you have any questions or concerns please feel free to contact me directly at (414) 274-2870.

Sincerely,

Kristi Laufenberg  
Controller  
Interstate Parking Company



For the Month Ending June 30th, 2019:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4005 2nd Avenue South Lot	ND4006 NP Avenue Lot	ND4007 GTC Ramp	ND4008 4th Street Lot	ND4009 3rd Street Lot	ND4010 Main Avenue Lot	ND4011 Island Park Ramp	ND4012 7th Street Lot	Fargo Legacy And On-Street	Total	Prior Year Total
Monthly Parking Revenue	22,131.63			6,763.00	16,322.00	17,010.00	13,800.00	3,500.93	11,763.20	1,039.50		92,330.26	99,019.13
Transient Revenue	7,281.00			1,206.00								8,487.00	3,780.00
Pay by Phone	-			316.00								316.00	149.00
Validation Revenue	3,002.50			801.50								3,804.00	6,173.00
Validation Revenue - Radisson												-	-
Violation Revenue	98.00			1,090.00		17.00	37.00	34.00			11,167.00	12,443.00	230.00
Event Revenue	-			-								-	-
<b>Gross Revenue</b>	<b>\$ 32,513.13</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,176.50</b>	<b>\$ 16,322.00</b>	<b>\$ 17,027.00</b>	<b>\$ 13,837.00</b>	<b>\$ 3,534.93</b>	<b>\$ 11,763.20</b>	<b>\$ 1,039.50</b>	<b>\$ 11,167.00</b>	<b>\$ 117,380.26</b>	<b>\$ 109,351.13</b>
Credit Card Fees	(442.84)			(229.50)	(33.03)	-	(19.52)	(3.23)	(65.29)	(19.13)	-	(812.54)	(1,181.17)
Sales Tax												-	-
Special Event Payroll												-	-
Enforcement Payroll				(1,222.36)		(1,475.26)	(1,222.36)	(632.26)	(3,372.03)	(219.18)	-	(8,143.45)	(3,816.00)
Passport Fees	(49.20)			(548.21)			(8.80)	(18.80)	-		(5,824.80)	(6,449.81)	(107.20)
Management Fee	(5,335.64)	-		(2,390.17)	(4,542.80)	(2,390.17)	(2,390.17)	(2,390.17)	(4,542.80)	(2,364.85)	-	(26,346.77)	(26,248.67)
City Expenses:												-	(1,867.85)
Schindler Elevator					-							-	-
Glacier Snow												-	-
The LockShop	(85.73)											(85.73)	-
Overhead Door Co.												-	-
Summit Companies												-	-
Fargo Glass and Paint												-	-
Tapco	(150.00)											(150.00)	-
Grotberg Electric INC												-	-
Frozen Drain Repair												-	-
Jet Way												-	-
GTC Office Lease	-	-	-	-	120.00	-	-	-	-	-	-	120.00	120.00
<b>Total Adjustments</b>	<b>(6,063.41)</b>	<b>-</b>	<b>-</b>	<b>(4,390.24)</b>	<b>(4,455.83)</b>	<b>(3,865.43)</b>	<b>(3,640.85)</b>	<b>(3,044.46)</b>	<b>(7,980.12)</b>	<b>(2,603.16)</b>	<b>(5,824.80)</b>	<b>(41,868.30)</b>	<b>(33,100.89)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	-	1,675.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	25.00	475.00
<b>Net Operating Income</b>	<b>\$ 26,449.72</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,786.26</b>	<b>\$ 11,866.17</b>	<b>\$ 13,161.57</b>	<b>\$ 10,196.15</b>	<b>\$ 490.47</b>	<b>\$ 3,783.08</b>	<b>\$ (1,563.66)</b>	<b>\$ 5,342.20</b>	<b>\$ 75,536.96</b>	<b>\$ 78,400.24</b>



# City of Fargo

## 2019 Revenue Report



### ND4013 - Roberts Commons

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Prior Year Total
Monthly Parking Revenue	44,082.17	44,236.51	44,010.00	44,161.87	43,720.71	43,371.71							263,582.97	175,543.10
Transient Revenue	10,816.00	11,399.00	17,267.00	16,157.00	16,661.50	14,038.00							86,338.50	26,935.00
Pay by Phone	-	-											-	-
Validation Revenue	160.00	248.00	364.00	544.00	352.00	50.00							1,718.00	2,929.25
Validation Revenue - Radisson													-	-
Violation Revenue	17.00	137.00	39.00	-	22.00	39.00							254.00	-
Bike Lockers Revenue													-	-
Event Revenue													-	-
<b>Gross Revenue</b>	<b>\$ 55,075.17</b>	<b>\$ 56,020.51</b>	<b>\$ 61,680.00</b>	<b>\$ 60,862.87</b>	<b>\$ 60,756.21</b>	<b>\$ 57,498.71</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 351,893.47</b>	<b>\$ 205,407.35</b>
Credit Card Fees	(453.53)	(602.21)	(606.59)	(775.60)	(715.58)	(774.36)							(3,927.87)	(1,351.09)
Sales Tax													-	-
Special Event Payroll													-	-
Enforcement Payroll													-	-
Passport Fees	(8.80)	(60.80)	(19.60)	-	(10.80)	(8.80)							(108.80)	-
Management Fee	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)	(16,586.86)							(99,521.16)	(81,870.00)
City Expenses:														
Glacier Snow (36435)	(1,808.00)			1,808.00									-	(41,123.61)
Summit (1334281)	(69.92)												(69.92)	
Xcel Energy (17587)	(1,649.64)												(1,649.64)	
Glacier Snow (36653)		(1,409.85)		1,409.85									-	
Summit (1344224)		(514.15)											(514.15)	
Xcel Energy (17949)		(1,728.80)											(1,728.80)	
Xcel Energy (17832)		(2,310.00)											(2,310.00)	
KCM (18137)		(4,923.40)											(4,923.40)	
Tapco (I605948)		(37.50)											(37.50)	
Tapco (I609110)		(75.00)											(75.00)	
Tapco (I628761)		(730.06)											(730.06)	
Glacier Snow (36869)			(3,793.50)	3,793.50									-	
Xcel Energy			(921.24)										(921.24)	
Xcel Energy (18484)			(1,660.97)										(1,660.97)	
Protection Svcs 11/18 Inv. return			178.00										178.00	
Xcel Energy				(891.00)									(891.00)	
Xcel Energy (632330127)				(1,402.80)									(1,402.80)	
Jet-Way (12642)				(425.00)									(425.00)	
ASP of Moorhead (804-255-6)					(915.75)								(915.75)	
Xcel Energy (636205516)					(1,442.72)								(1,442.72)	
ASP of Moorhead (804-255-7)						(1,169.44)							(1,169.44)	
<b>Total Adjustments</b>	<b>(20,576.75)</b>	<b>(28,978.63)</b>	<b>(23,410.76)</b>	<b>(13,069.91)</b>	<b>(19,671.71)</b>	<b>(18,539.46)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(124,247.22)</b>	<b>(124,344.70)</b>
Service Permit Revenue	-	-	-										-	-
DRP3 Revenue	-	-	-										-	-
<b>Net Operating Income</b>	<b>\$ 34,498.42</b>	<b>\$ 27,041.88</b>	<b>\$ 38,269.24</b>	<b>\$ 47,792.96</b>	<b>\$ 41,084.50</b>	<b>\$ 38,959.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 227,646.25</b>	<b>\$ 81,062.65</b>

# City of Fargo

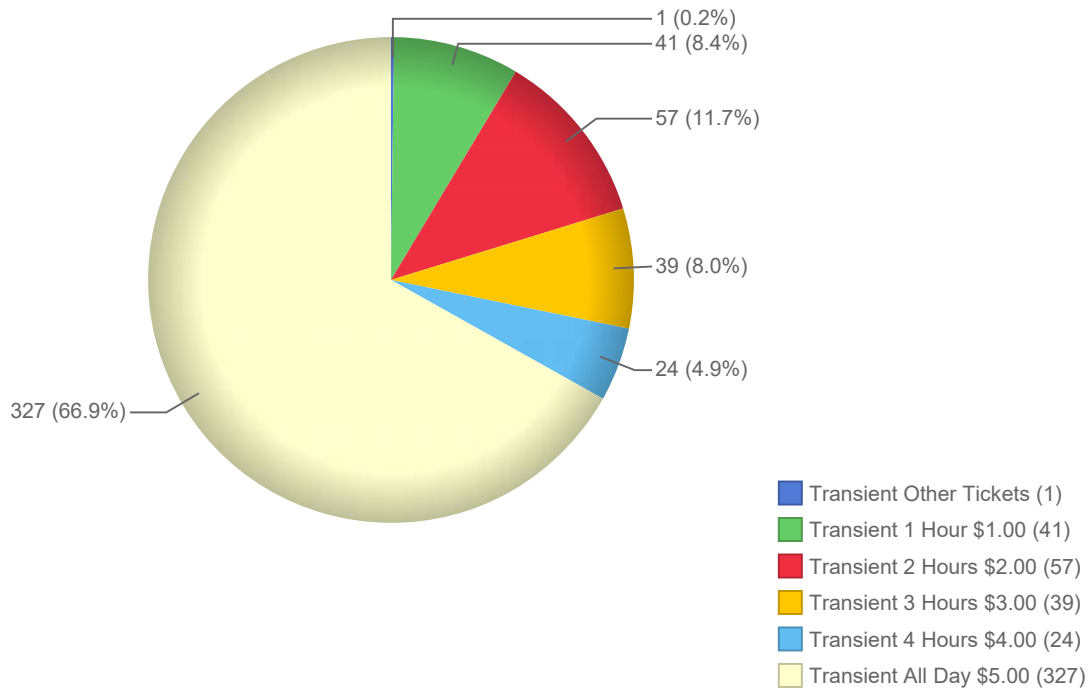
## 2019 Revenue Report



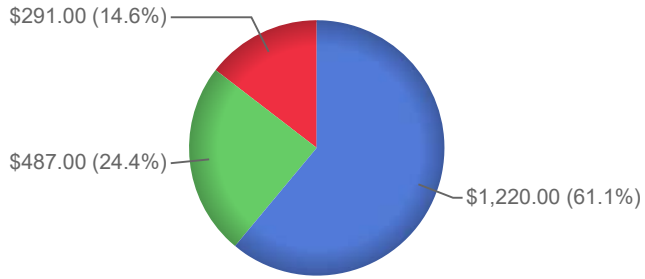
For the Six months Ending June 30th, 2019:

	ND4001 Civic Center Ramp	ND4003 3rd Avenue Lot	ND4005 2nd Avenue South Lot	ND4006 NP Avenue Lot	ND4007 GTC Ramp	ND4008 4th Street Lot	ND4009 3rd Street Lot	ND4010 Main Avenue Lot	ND4011 Island Park Ramp	ND4012 7th Street Lot	Fargo Legacy And On-Street	Total	Prior Year Total
Monthly Parking Revenue	131,617.82	-	-	39,351.34	101,336.00	97,257.10	84,050.00	25,698.00	86,312.56	6,390.92	-	572,013.74	585,744.43
Transient Revenue	29,309.50	-	-	6,296.75	-	-	-	-	-	-	-	35,606.25	23,597.45
Pay by Phone	6.00	-	-	3,126.25	-	-	-	-	-	-	-	3,132.25	4,298.85
Validation Revenue	27,257.00	-	-	5,336.25	-	-	-	-	-	-	-	32,593.25	22,153.75
Validation Revenue - Radisson	-	-	-	-	-	-	-	-	-	-	-	-	14,680.00
Violation Revenue	239.00	-	-	2,755.00	-	275.00	104.00	34.00	17.00	-	86,788.00	90,212.00	3,016.00
Event Revenue	-	-	-	-	-	-	-	-	-	-	-	-	4,267.00
<b>Gross Revenue</b>	<b>\$ 188,429.32</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,865.59</b>	<b>\$ 101,336.00</b>	<b>\$ 97,532.10</b>	<b>\$ 84,154.00</b>	<b>\$ 25,732.00</b>	<b>\$ 86,329.56</b>	<b>\$ 6,390.92</b>	<b>\$ 86,788.00</b>	<b>\$ 733,557.49</b>	<b>\$ 657,757.48</b>
Credit Card Fees	(1,915.42)	-	-	(1,386.09)	(221.48)	-	(119.22)	(38.80)	(354.42)	(87.37)	-	(4,122.80)	(5,873.06)
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	1,163.39
Special Event Payroll	-	-	-	-	-	-	-	-	-	-	-	-	-
Enforcement Payroll	-	-	-	(6,111.65)	-	(7,376.11)	(6,111.65)	(3,161.19)	(16,859.71)	(1,095.89)	-	(40,716.20)	(39,783.13)
Passport Fees	(119.60)	-	-	(2,573.63)	-	-	(127.20)	(39.60)	(8.80)	-	(42,531.20)	(45,400.03)	(1,455.60)
Management Fee	(32,013.84)	-	-	(14,341.02)	(27,256.80)	(14,341.02)	(14,341.02)	(14,341.02)	(27,256.80)	(14,189.10)	-	(158,080.62)	(162,857.34)
City Expenses:													
Schindler Elevator	-	-	-	-	(554.34)	-	-	-	-	-	-	(554.34)	(14,646.87)
Glacier Snow	-	-	-	(12,941.03)	-	-	-	-	-	-	-	(12,941.03)	-
The LockShop	(223.23)	-	-	-	-	-	-	-	-	-	-	(223.23)	-
Overhead Door Co.	-	-	-	-	(119.44)	-	-	-	-	-	-	(119.44)	-
Summit Companies	-	-	-	-	-	-	-	-	(52.00)	-	-	(52.00)	-
Fargo Glass and Paint	-	-	-	(205.00)	-	-	-	-	-	-	-	(205.00)	-
Tapco	(1,275.00)	-	-	-	-	-	-	-	-	-	-	(1,275.00)	-
Grotberg Electric INC	(675.00)	-	-	(370.10)	-	-	-	-	-	-	-	(1,045.10)	-
Frozen Drain Repair	-	-	-	(50.73)	-	-	-	-	-	-	-	(50.73)	-
Jet Way	(167.66)	-	-	(167.66)	(167.66)	(167.66)	(167.66)	(167.65)	(167.65)	(167.65)	-	(1,341.25)	-
GTC Office Lease	-	-	-	-	720.00	-	-	-	-	-	-	720.00	720.00
<b>Total Adjustments</b>	<b>(36,389.75)</b>	<b>-</b>	<b>-</b>	<b>(38,146.91)</b>	<b>(27,599.72)</b>	<b>(21,884.79)</b>	<b>(20,866.75)</b>	<b>(17,748.26)</b>	<b>(44,699.38)</b>	<b>(15,540.01)</b>	<b>(42,531.20)</b>	<b>(265,406.77)</b>	<b>(222,732.61)</b>
Service Permit Revenue	-	-	-	-	-	-	-	-	-	-	-	150.00	7,675.00
DRP3 Revenue	-	-	-	-	-	-	-	-	-	-	-	25.00	3,500.00
<b>Net Operating Income</b>	<b>\$ 152,039.57</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,718.68</b>	<b>\$ 73,736.28</b>	<b>\$ 75,647.31</b>	<b>\$ 63,287.25</b>	<b>\$ 7,983.74</b>	<b>\$ 41,630.18</b>	<b>\$ (9,149.09)</b>	<b>\$ 44,256.80</b>	<b>\$ 468,325.72</b>	<b>\$ 446,199.87</b>

NP Ave Lot - Ticket Count Breakdown  
6/1/2019 to 6/30/2019, 489 Tickets Cashiered

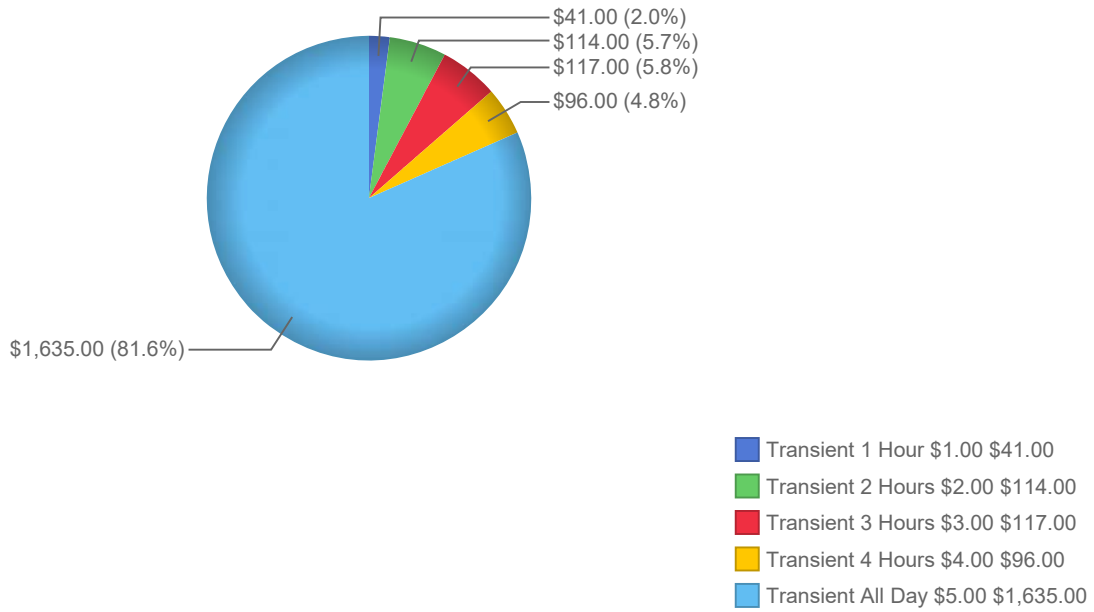


NP Ave Lot - Receipts Breakdown  
6/1/2019 to 6/30/2019

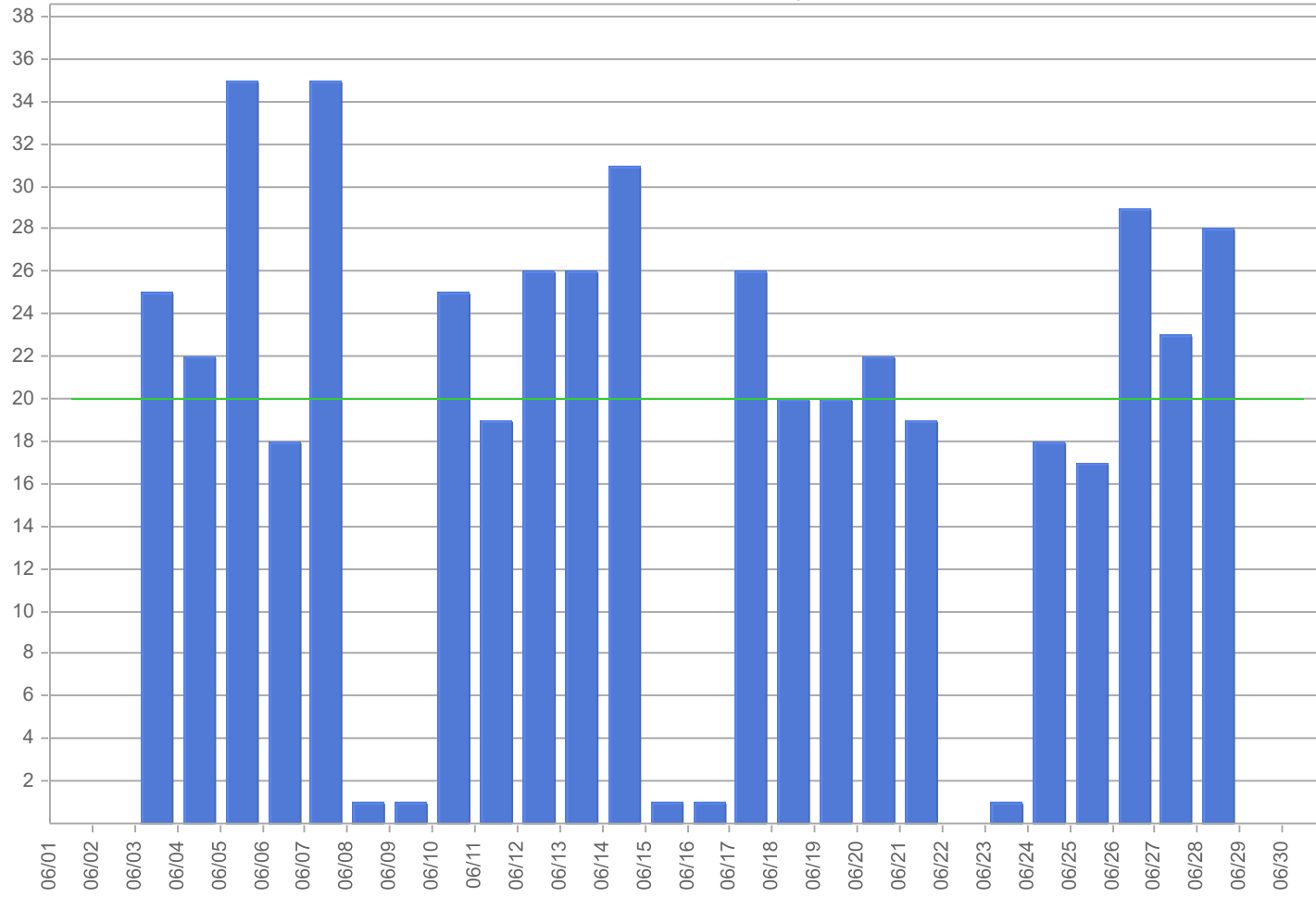


- Credit Card Receipts \$1,220.00
- Total Validations \$487.00
- Cash/Checks Deposited \$291.00

NP Ave Lot - Ticket Value Breakdown  
6/1/2019 to 6/30/2019, Total Ticket Value is \$2,003.00

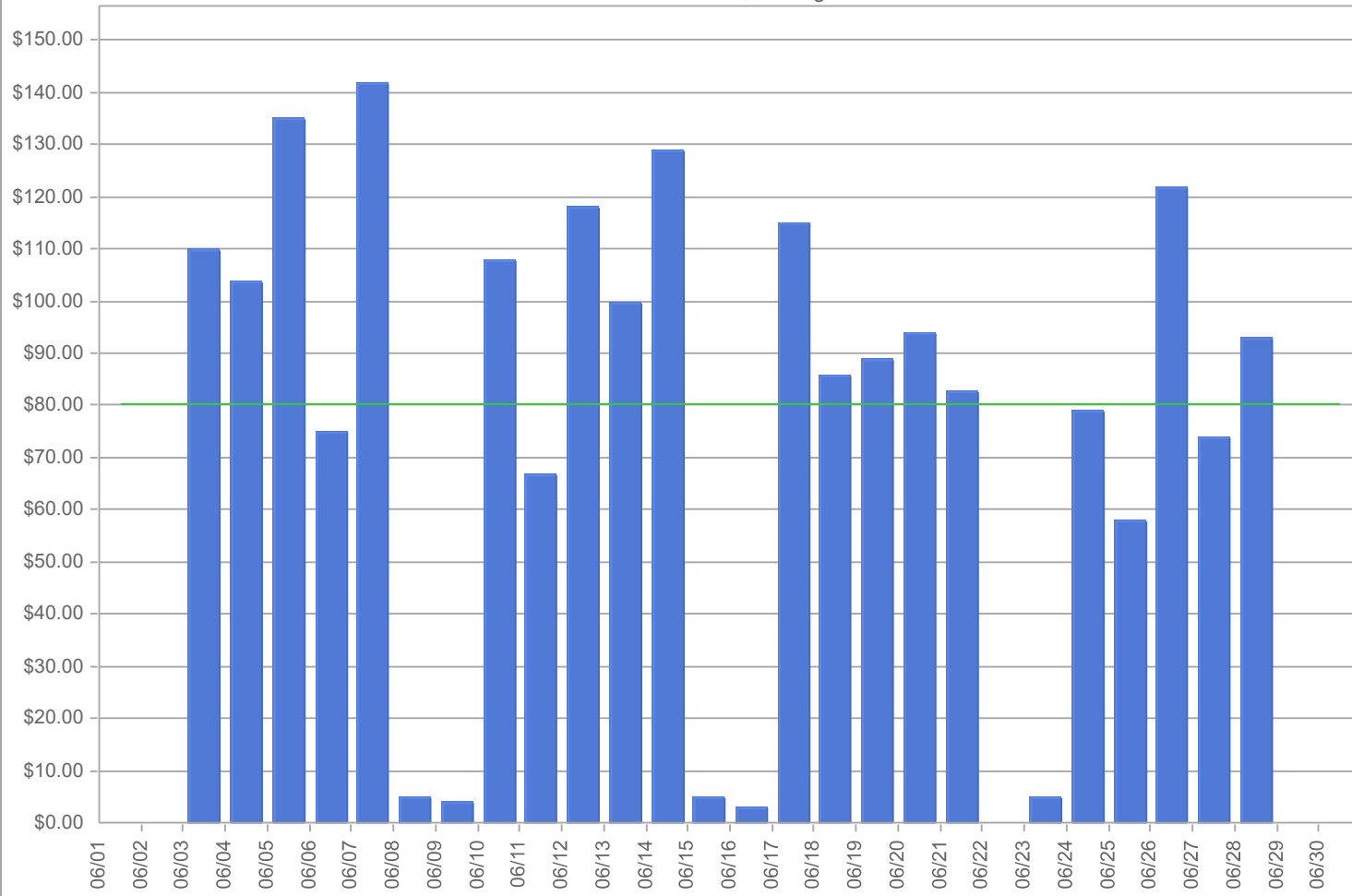


NP Ave Lot - Tickets Cashiered by Day  
6/1/2019 to 6/30/2019, Average is 20



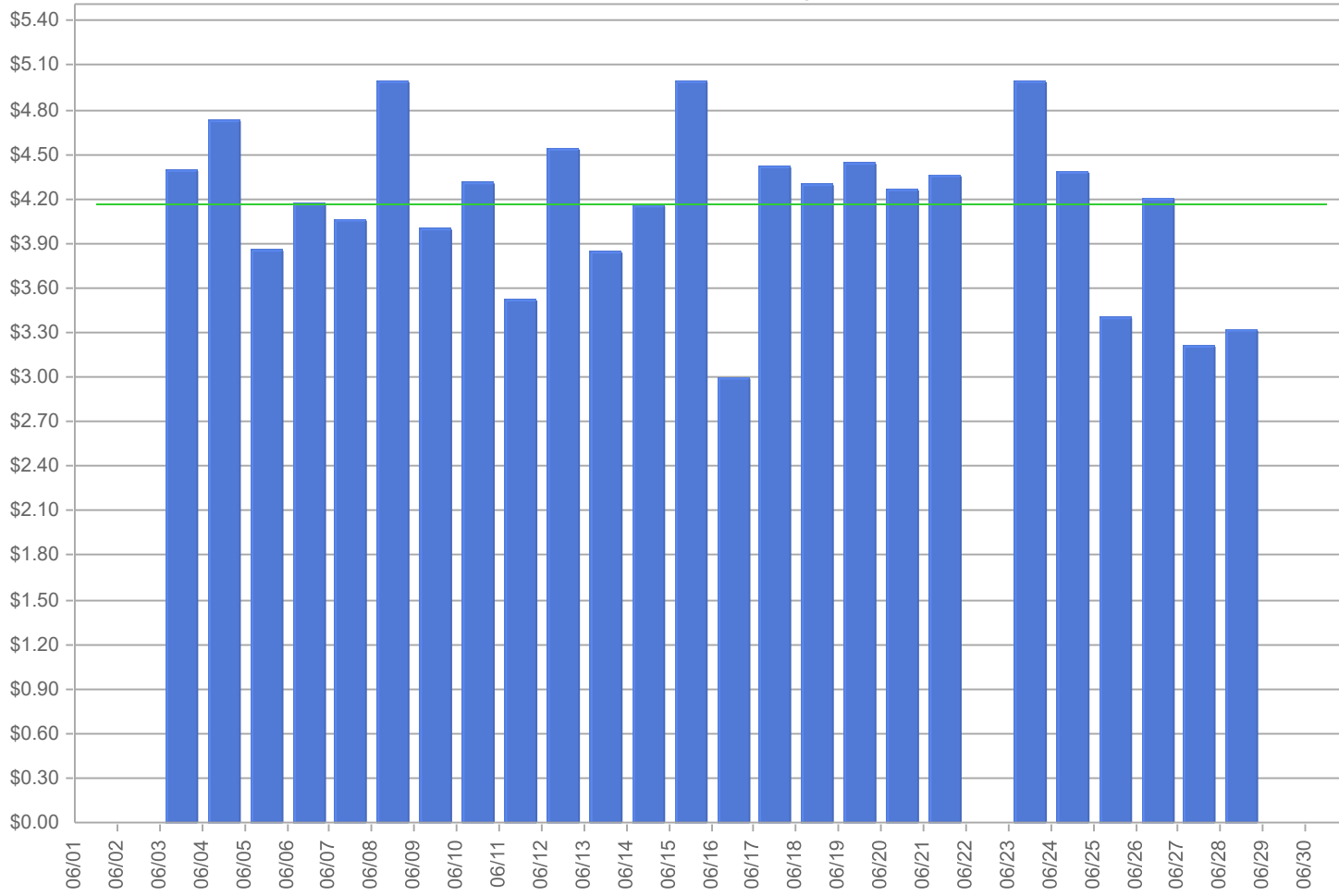
Printed 7/12/2019

NP Ave Lot - Total Ticket Values by Day  
6/1/2019 to 6/30/2019, Average is \$80.12



Printed 7/12/2019

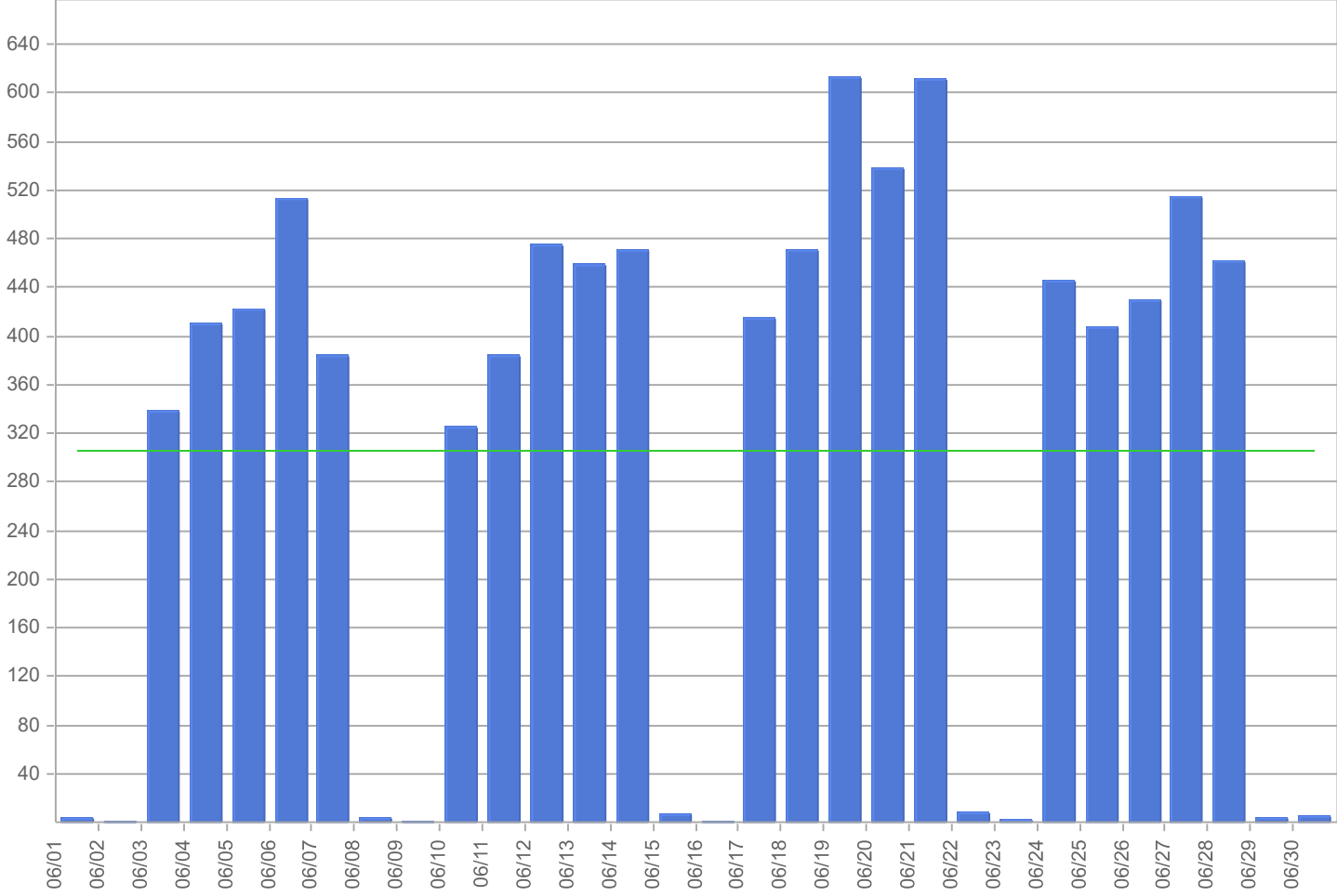
NP Ave Lot - Average Ticket Value by Day  
6/1/2019 to 6/30/2019, Average is \$4.16



Printed 7/12/2019

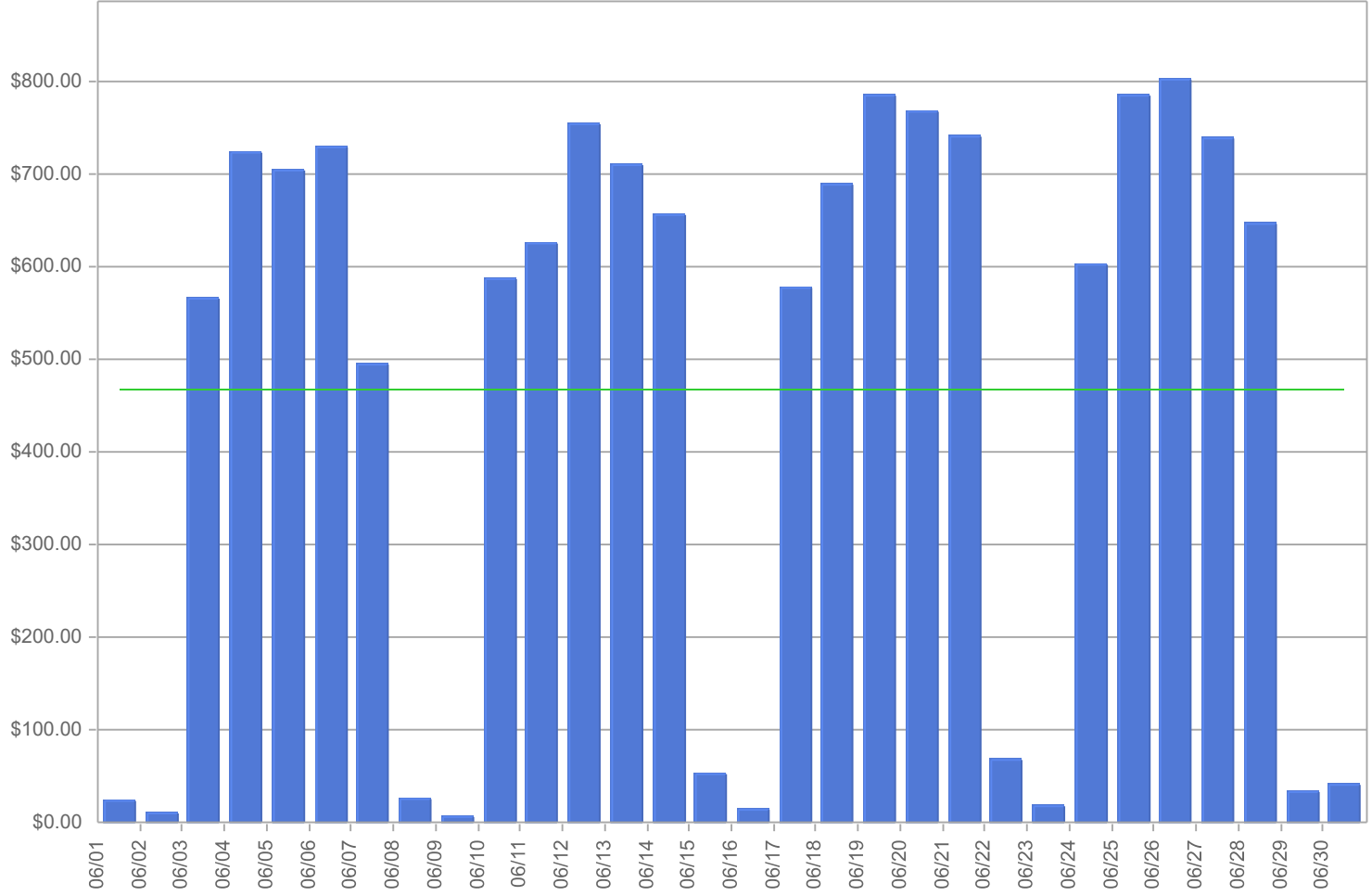


Roberts Commons - Tickets Cashiered by Day  
6/1/2019 to 6/30/2019, Average is 305



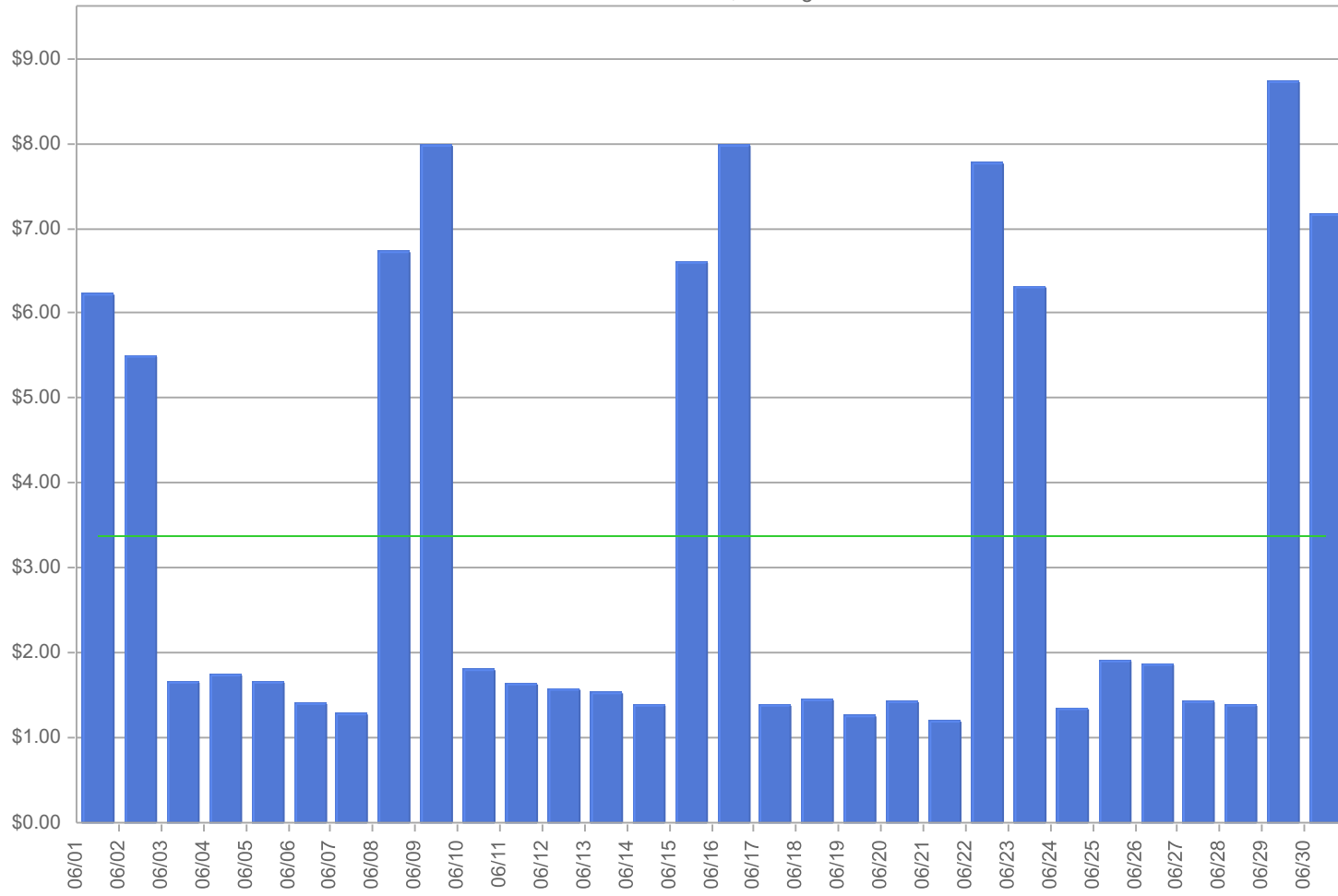
Printed 7/12/2019

Roberts Commons - Total Ticket Values by Day  
6/1/2019 to 6/30/2019, Average is \$467.93



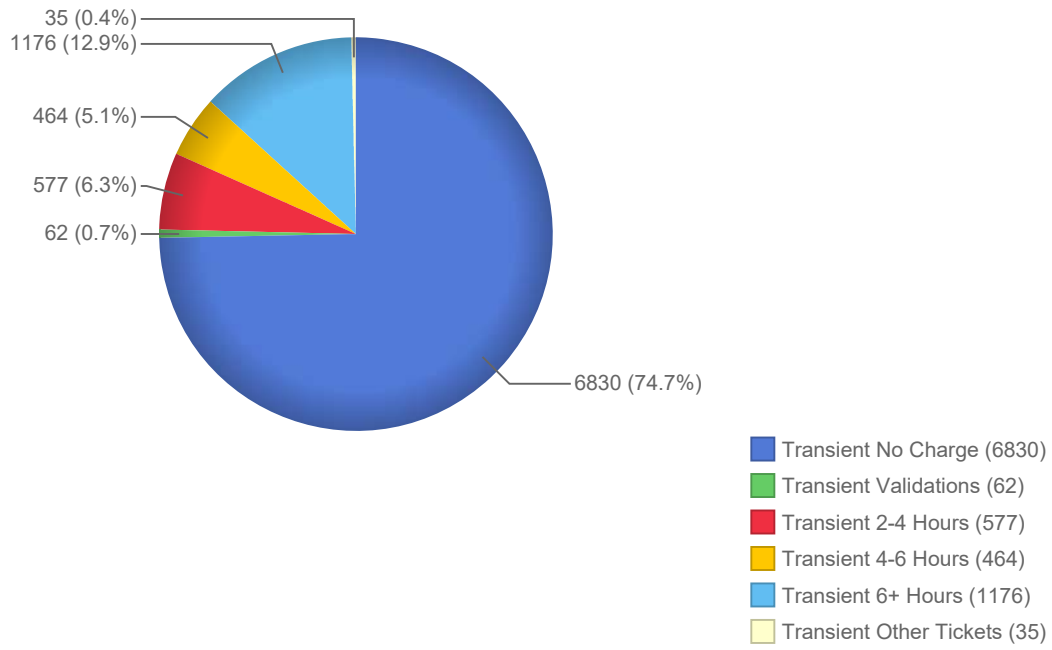
Printed 7/12/2019

Roberts Commons - Average Ticket Value by Day  
6/1/2019 to 6/30/2019, Average is \$3.39

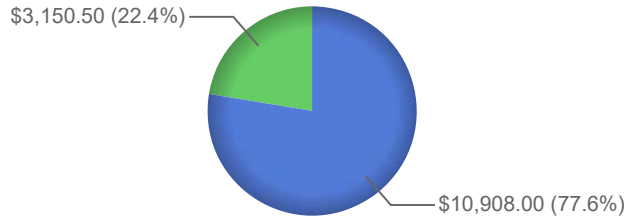


Printed 7/12/2019

Roberts Commons - Ticket Count Breakdown  
6/1/2019 to 6/30/2019, 9144 Tickets Cashiered

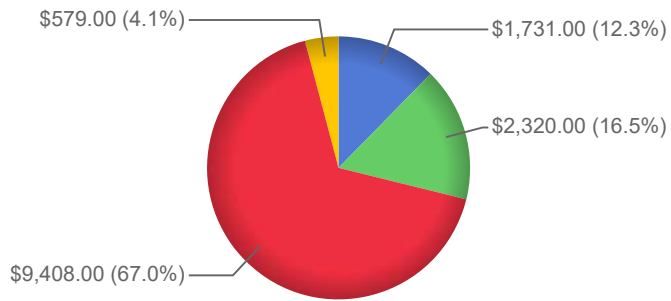


Roberts Commons - Receipts Breakdown  
6/1/2019 to 6/30/2019



- Credit Card Receipts \$10,908.00
- Cash/Checks Deposited \$3,150.50

Roberts Commons - Ticket Value Breakdown  
6/1/2019 to 6/30/2019, Total Ticket Value is \$14,038.00



- Transient 2-4 Hours \$1,731.00
- Transient 4-6 Hours \$2,320.00
- Transient 6+ Hours \$9,408.00
- Transient Other Tickets \$579.00



**MEMORANDUM**

**TO: PARKING COMMISSION**

**FROM: JIM GILMOUR, STRATEGIC PLANNING DIRECTOR**

A handwritten signature in black ink, appearing to be "JG", is located to the right of the "FROM:" line.

**DATE: JULY 18, 2019**

**SUBJECT: MERCANTILE PARKING GARAGE**

The Design Development plans are completed for the Mercantile Parking Garage. I have attached two of the sheets, including the striping plan that illustrates the overall layout, and the landscaping plan along 5th Street.

Walker Consultants has been hired to review the design.

There will be a couple of changes to the southeast vehicle entrance, as we need a three lane entrance like Roberts Commons. Bicycle parking will be in the yellow hatched areas at the southeast entrance.



**MEMORANDUM**

**TO: PARKING COMMISSION**

**FROM: JIM GILMOUR, STRATEGIC PLANNING DIRECTOR** 

**DATE: JULY 18, 2019**

**SUBJECT: MERCANTILE PARKING GARAGE – PARKING RATES**

I have been working with our financial advisors on a plan to pay for the Mercantile Parking Garage. It will be necessary to increase monthly fees to repay the bonds for the Garage.

While the increases in 2020 will need to be larger than usual, substantial increases in the following years are not in the financial model.

Parking rates at the Mercantile garage are proposed at \$106 a month, which is the same rate as the 2019 rate at Roberts Commons and Civic Ramp. Customers at the Civic and Roberts would be able to move to the Mercantile garage and continue to pay the same parking rate they are paying today.

	<u>2019</u>	<u>2020-2021</u>	<u>Change</u>	<u>% Increase</u>	<u>Parkers</u>	<u>Annual Increase</u>
Roberts Commons - General	\$ 106	\$ 129	\$ 23	22%	353	\$ 97,428
Roberts Commons - Reserved	\$ 125	\$ 150	\$ 25	20%	65	\$ 19,500
Roberts Commons Increase						\$ 116,928
Civic Ramp (Radisson)	\$ 106	\$ 129	\$ 23	22%	236	\$ 65,136
GTC Garage	\$ 93	\$ 106	\$ 13	14%	185	\$ 28,860
NP Avenue Lot	\$ 81	\$ 90	\$ 9	11%	85	\$ 9,180
Other City Parking Facility						\$ 103,176
					TOTAL	\$ 220,104

Parking Rates at Mercantile are proposed at \$106 a month.





# FARGO THEATRE

Dear City of Fargo Parking Commission members,

For 93 years, the Fargo Theatre has proudly served as an anchor for the downtown Fargo neighborhood. We strive every day to offer the very best arts programming to the community. The Theatre is currently facing a significant challenge related to parking. We are writing today to request your assistance.

The 90-minute limits on Broadway (and other large portions of downtown street parking) are a true hardship for the Fargo Theatre. A 90-minute limit restricts our daytime programming options, and makes us less competitive as a cinema/venue in the FM market. The average feature film produced today runs 101 minutes. Therefore, Theatre movie patrons must either not utilize 90-minute spaces or run the risk of a ticket. A customer who received a parking ticket during their movie is not likely to return. The four-hour parking near the Theatre is limited and cannot accommodate large crowds. The same is true for the RoCo parking ramp.

On June 12, the Fargo Theatre kicked off our Wednesday matinee series "Kids' Flicks." Attendance was excellent with 510 people taking in either the 10:00am or 1:00pm shows. Unfortunately, Theatre staff were flooded with complaints about parking. Patrons (especially those with small children) were extremely frustrated. These negative experiences have had a detrimental effect on attendance. On June 26, the total audience for both Kids' Flicks screenings was just 168. Based on feedback, we believe that most of the audience loss was due to parking. We need your help.

**Fargo Theatre staff and board members respectfully request that time limits for Broadway and downtown street parking spots be increased from 90 minutes to two hours.** We understand the importance of parking turnover and support time limits on street parking. A change from 90 to 120 minutes would support the success of the Fargo Theatre, while still providing frequent turnover. This change would allow us to successfully operate during weekday mornings and afternoons. It would not only benefit the Fargo Theatre, but rather the entire business district. Additional/more successful matinees at the Fargo Theatre would drive foot traffic to downtown retail and dining establishments. A two-hour parking limit would also provide diners enjoying lunch downtown time to visit shops or stop in an ice cream parlor for dessert.

Thank you for considering this request. Our situation is becoming increasingly challenging and we are grateful for any assistance you can provide. Theatre staff and board members are eager to answer questions the commission may have and support this proposed change in any fashion necessary.

With sincere thanks,

Emily Beck	Michael J. Ailes
Mary Kolstad	Lindy Lawford
Scott Stuard	Tom Speer
Amanda Boper	Julie Peterson Klein
John Hill	Heiter M. Jensen
Spencer	Deuse Goussene
Adam Roder	Nicole Holden

**Fargo Theatre Staff**

Emily Beck, Executive Director  
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